

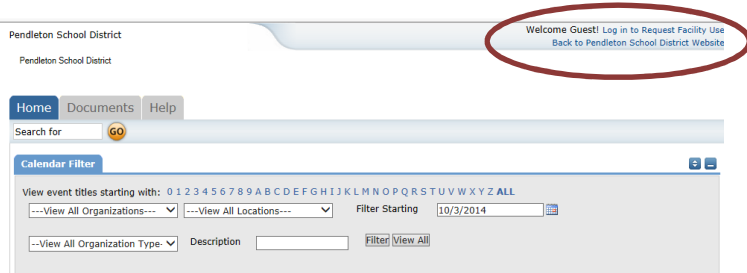
# SchoolDude Community User Instruction

## Step 1 – Access to SchoolDude

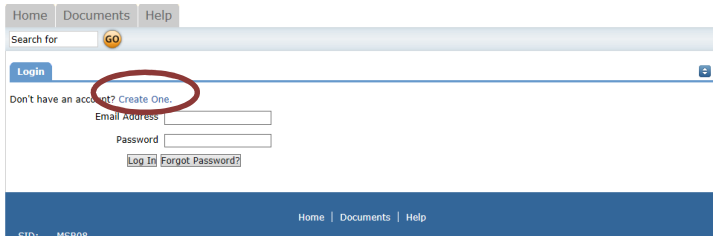
- Via Pendleton School District website
  - Click on Community Use under the Contact Us tab
  - Click on the Schedule an Event link
- Via direct link  
<https://www.communityuse.com/SOA.NET/controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>

## Step 2 – User Register

- Click on the Log in to Request Facility Use in the upper right hand corner.

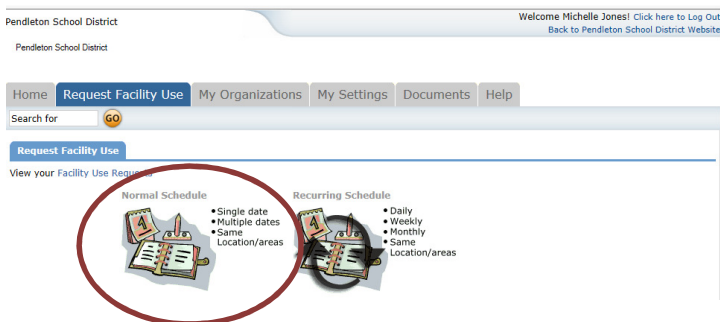


- Click on Create One (New Users Only)
  - The new user request must be approved by the District before an event can be scheduled



## Step 3 – Schedule an Event

- Log into SchoolDude
- Click on Request Facility Use Tab (Second Tab)
- Click on Normal Schedule



- Enter the title, description, building location, room, dates requested, start and end time.
- Click on Check Availability.
- Enter organization and contact information and approximate number of attendees.
- Enter email signature and confirm you have read the terms.
- Click Submit.

Home Request Facility Use My Organizations My Settings Documents Help

Search for

**CommunityUse - Add Normal Schedule Request**

Scheduling Details Personalize

First Name  Last Name

Event Title

Event Description

Location

Rooms (Building)

(Use the CTRL key to select multiple rooms.)

Event Date(s)

October 2014							November 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time

End Time

Organization Information

Organization

#### Step 4 – Approval Process

- Submitted requests will be routed to the building principal of the requested facility for approval.
  - Community user will receive email when approved/declined at the building level.
- Building approved requests are then routed to the district office for final approval.
  - Community user will receive email that request has been either approved/declined.